

Resume Guide

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Work rights? Languages? LinkedIn?

PROFILE

An Objective is optional - use a separate heading or include as a dot point within the Profile

An Objective needs to be specific – indicate the sort of role and type of organisation you are seeking

- A snapshot of your most relevant skills and experience – perhaps 3-5 key selling points
- Highly targeted to the position/organisation
- Key focus on skills - be specific eg not 'written communication skills' but 'press releases, research reports, blogs'- you can refer to the experience in which you demonstrated the skills
- Include any strong accomplishments of relevance

EDUCATION

Tertiary

Dates (from – to)

Tertiary courses in reverse date order

Course/qualification

The University of Melbourne

- Include some relevant detail – not just course title
- Examples – major/stream/core subjects, relevant skills and knowledge areas, assignments/projects/research
- Summary of results if strong, awards, scholarships (being academically clever always a plus!)
- Internships (more detail in RELEVANT EXPERIENCE), exchange, student representation

Secondary

Dates (from – to)

Optional for graduate students

Secondary qualification

Education institution

- Include further detail here if relevant eg an international educational experience, leadership role (magazine editor) or outstanding results

PROFESSIONAL MEMBERSHIPS & DEVELOPMENT

Dates/Year

- Include memberships or roles within professional associations including student-run professional groups
- Any conferences or professional development/training

RELEVANT EXPERIENCE

Dates (from – to)

In reverse order

Position/Role

Organisation

Not all students will have relevant experience; if that is the case, describe experience under Employment and Volunteer and Extra-Curricular Activity headings below

Summary statement giving overview of role (if not self-evident) and/or organisation's business (if not well known)

- Relevance may be in terms of skills used and/or industry setting
- Describe key tasks starting each entry with a verb; give more attention to most relevant tasks
- Include outcomes where you can – measurable where possible (*how do you know you were effective?*)
- If many tasks, group in function/task type clusters so only 3 or 4 dot points
- Include paid and unpaid experience (volunteer role, internships)

OTHER EMPLOYMENT

Dates (from – to)

In reverse order

Position

Organisation

- Layout as above
- Highlight most relevant transferable skills
- Not everything has to be included, particularly beyond 10 years and if no relevance
- Can group similar roles eg non-course related casual

VOLUNTEER & EXTRA-CURRICULAR ACTIVITY

Dates (from – to)

In reverse order

Role

Organisation

- Layout as above
- Highlight relevant activities and skills
- If many types of involvement, cluster using subheadings eg Community, Leadership, Sport...

REFEREES

If referees not requested, you may choose to indicate 'Referees available on request'

- Name, relationship to you, their role and where they work, phone and contact numbers
- Ideally people who have seen you work, although could be academic staff if relevant to your future field of work